Moderating Emails
1. Log in to the admin home page of your Listserv.
2. Select **Tend to pending moderator requests**.

3. From here you will be able to choose whether to accept or reject the emails that are being held for moderation.

Accessing the List Archives
1. Select **Go to list archives**.

2. From here you will be able to see the list of emails that have been sent out to subscribers as well as the dates they were sent.